



# GUIDE TO CREATING AN ATTRACTIVE CV

so you can get selected for interviews

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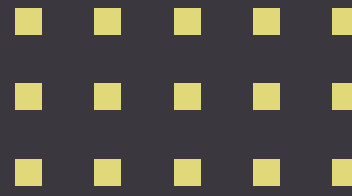




An introduction from

**Rob Johnson** Director and Owner

Having worked with many of the London-based banks and other financial institutions over 19 years, Rob can offer hiring advice, candidate sourcing and recruitment, specifically to the Loans & Trade Finance industry.



Crafting your own CV is like composing a symphony of your professional life—a harmonious blend of skills, experiences, and aspirations orchestrated to captivate potential employers. However, navigating this endeavour can often feel like traversing uncharted territory, fraught with uncertainty and self-doubt.

Having spent many years immersed in the world of recruitment, I've encountered a myriad of CVs — some of them sparkle with promise and others that falter in their presentation. I've witnessed firsthand the frustration on both sides of the hiring equation: candidates grappling with how to encapsulate their essence on paper, as well as hiring teams sifting through a sea of words in search of the perfect fit.

In this guide, I aim to offer insights from my experiences in recruitment. Whether you're a seasoned professional seeking to showcase decades of expertise or a second jobber, I'll provide practical tips and proven strategies to help you fashion a CV that commands attention and propels you towards your career goals.

Together, we'll navigate the nuances of content selection, formatting finesse, and language precision to sculpt a document that not only captures your professional prowess but also resonates with hiring managers.



# IT'S ABOUT YOU

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## **Stick to the 1st person in your CV**

Make sure to write your CV in the first person, as this CV should ultimately be about you! When a CV is crafted in the third person it sounds like a nomination rather than an insight into your own experience.





# KEEP IT SIMPLE



## **Design-led CVs are hard to navigate.**

When you are crafting your CV, spending time on the “design” side is not effective (in our industry). Splitting your pages into two, having fancy icons, and adding dividing lines and columns makes it incredibly hard to review at speed for the hiring managers and many CRM’s cannot cope with the formatting.

Keeping your CV simple, scannable, and in date order is the easiest solution for the hiring team to review at speed.



# INCLUDE A SIMPLE SUMMARY

**Introduce yourself with a simple profile summary at the top.** When it comes to creating your introduction, stick to one or two paragraphs about yourself for the hiring manager to review at speed. Craft the summary to the role you are submitting yourself for, so you can include the stand-out areas of your experience and softer skills that tick all the boxes right at the start.

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# COVER ALL OF YOUR CAREER HISTORY

**No matter how long your career is, keep all the dates in your CV.**

One of the recent trends is trying to pack all of your career into one or two pages, but when you have a career that spans many years this is simply impossible. Starting with your most recent role, ensure to include all your responsibilities which align to the role you are applying for with a brief description of your achievements using bullet points for ease of review. Do this for each and every role, whilst ensuring to make the descriptions briefer in your earlier career as the main focus is your current and relevant work experience.



# INCLUDE THE KEY SKILLS FOR THE ROLE



**Consider the skills for this role and include the ones you know.**

When it comes to listing the skills & technology that you have used, make sure to pair it back to the ones that the role is specifically looking for. Streams of “systems” and “skills” in your CV will become tedious for the reader and take up unnecessary CV space.

For example, if you have used LoanIQ and it's listed in the job spec, add it to your Skills Summary, however, if you have numerous other IT skills from previous roles that don't align, remove them. Hiring managers are unlikely to read your CV from top to bottom, but instead skim read, therefore allowing the necessary experience to be picked up is essential and will easily be missed amongst a host of information which is unnecessary.

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# CLEARLY STATE CONTRACT ROLES



**Make sure people can clearly see when you have completed temporary contracts.**

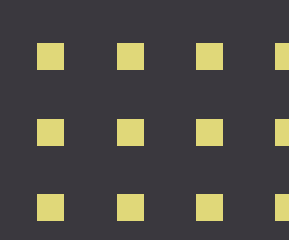
If you have completed contracting positions but it is unclear on your cv that they are merely temporary assignments, it may be considered you are a job hopper and unlikely to commit to a long-term permanent role.

I recommend adding the words "CONTRACT" next to each role title. This clearly showcases to the hiring manager why a specific role lasted 6/12/18 months etc.





# INCLUDING TIME PERIODS IN YOUR CV



**Stop additional queries from hiring managers before they arise.**

It may be an unpopular choice, but it is of our opinion, that you should include the start month and year as well as the finish month and year, within each of your roles on your CV.

If you chose not to, it may create additional questions for the hiring manager, as opposed to just inviting you for interview.

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# OTHER THINGS TO CONSIDER.

**Consider your CV as the key to opening the door. If the key is cut perfectly, it will open the door every time.**

Your CV shouldn't be a brief overview in the hope that you can go into more detail during the interview as you may never get that chance if it does not resonate during the selection process. Your CV must be inspiring to the reader, show clear and concise detail of your duties and achievements.

A hiring manager may have upwards of 20 CV's to review with the intent of inviting around 3 people for interview, spending considerable time at this stage will ensure you are always shortlisted.

One last thing... No spelling mistakes! We see them regularly and trust me, you can't have spelling mistakes in your CV and then 'attention to detail' within your softer skills!

*Good luck!*



# Want to progress your career in Syndicated Loans?

## Typical roles we specialise in

- Loans Administration
- Loans Agency Administration
- Loans Agency Middle Office
- Transaction Management
- Loan Closing (Par, Secondary, Distressed & Claims)
- Secondary Loan Trading
- Trade Finance Administrator
- Trade Finance Middle Office
- Trade Finance Client Services
- Guarantees Administrator
- Project Management & Business Analysis (related to syndicated lending)

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